

Approved  
by the Order No. R-EKA18-171  
of the Chairman of the Board  
of SIA "Energokomplekss" on 26/11/2018  
K. Bleija

**PERSONAL DATA PROCESSING NOTICE  
FOR VISITORS AND CUSTOMERS, BUSINESS PARTNERS, SUPPLIERS  
AND THEIR CONTACT PERSONS**

The aim of this notice is to ensure the transparency of personal data processing carried out by us, to inform you about the processing of your personal data, its purpose and legal basis, and to provide information about your rights and the possibilities of exercising them.

This is the current wording of the personal data processing notice that takes effect on 26 November 2018. We reserve the right to amend and, if necessary, to supplement this notice.

**1. Personal data controller**

The personal data controller is **SIA "Energokomplekss"** (hereinafter "Company"), registration No. 40003856361, registered office: 12 Krustpils Street, Riga, LV-1073  
Contact details: Tel. +371 67724140  
E-mail: dati@energokomplekss.lv

**2. Purposes and legal basis for processing of personal data**

We carry out fair and lawful processing of personal data by processing your data solely for specific predetermined purposes with an appropriate legal basis. We process your personal data for the following purposes:

**2.1. Conclusion and performance of contracts**

In order to conclude and perform certain types of contracts (cooperation agreements, company contracts, contracts for the purchase of goods, contracts for the provision or receipt of services etc.), we may need to process the following personal data: identification data of the customer, business partner or supplier and/or its representative (for example, name, surname, personal identification number); contact details for communication (for example, position, e-mail address, telephone and fax number, address for correspondence); information required for billing (for example, bank account number). When concluding and performing contracts, we also process other types of information provided to us by the other contracting party – customer, business partner or supplier (for example, any information contained in the contract or provided prior to the conclusion of the contract on experience, certificates and authorisations, works performed and completed orders).

For this purpose, we may also need to process data of the contact persons of the other contracting party – customer, business partner or supplier: identification data (for example, name, surname, in certain cases also personal identification number); contact details for communication (for example, position, e-mail address, telephone and fax number, workplace address), and the data of the contact person's identification document in certain cases when it is necessary in relation to foreign trips organised by the Company – when making requests for delegation visits to factories and foreign business partners, when applying for group visas, when booking or buying flights and other services (for example, transfer, car rental, accommodation) for the contact person.

The documents related to the conclusion and performance of a contract are kept for as long as the Company needs to process them, depending on the content of each specific document. The documents may be stored to provide evidence in the case of potential claims, and in order to fulfil our legal obligation to keep certain types of documents.

The main legal grounds for processing of this data:

- processing is necessary in order to take steps prior to entering into a contract and for the performance of a contract (point (b) of Article 6(1) of the General Data Protection Regulation<sup>1</sup>);
- for compliance with a legal obligation (point (c) of Article 6(1) of the General Data Protection Regulation) – for example, fulfilment of the requirements of the Law “On Accounting”;
- for the purposes of the legitimate interests pursued by the controller or by a third party (point (f) of Article 6(1) of the General Data Protection Regulation).

## **2.2. Safety and health at work**

Within this purpose, in order to comply with the requirements of the Labour Protection Law and Cabinet Regulation No. 749 “Regulations regarding training in labour protection matters”, we are obliged to provide training and instruction on labour protection issues to those persons who perform certain works in the territory of the Company, and to document the conducting of such training, to record breaches of safety and health at work regulations, to provide information about accidents related to the violation of safety and health at work regulations and participate in their investigation.

In order to comply with the legislative requirements in the field of safety at work, we need to process the following personal data: name, surname, personal identification number, position, profession, information about when and what kind of training or instruction was received and signature of the visitor (representative of the service provider or employee who will perform work in the territory of the Company). As regards breaches of safety and health at work regulations and accidents, it may be necessary to record the description of the factual context, the explanations of persons and to take photographs.

The main legal basis for processing of this data is:

- compliance with a legal obligation (point (c) of Article 6(1) of the General Data Protection Regulation).

## **2.3. Ensuring security, preventing a threat to property interests and ensuring other essential legitimate interests of the Company or third parties**

For this purpose, we are carrying out video surveillance of our office premises on the 3rd (2nd) floor at 12 Krustpils Street, Riga, LV-1073, of our warehouse premises at 12 Krustpils Street, Riga, LV-1073, and of the enclosed yard at 18A Krustpils Street, Riga, LV-1073. The aim of the video surveillance is to prevent or detect offences in relation to protection of the Company's property and that of individuals (visitors and employees). Video surveillance involves the processing of the following personal data – your image (appearance), behaviour, location and time. The data obtained during video surveillance are not used for purposes other than preventing or detecting criminal offences.

In order to ensure our legitimate interests, we:

- are registering/recording persons in vehicles entering and leaving the Company's enclosed yard;
- are keeping track of the movement of persons entering the office premises and issued with access passes.

For the purposes of the gate pass system, we are processing personal identification data

<sup>1</sup> REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

(name, surname) and data on the date and time of entering and leaving the territory.

The legal basis for processing of these data is:

- the legitimate interests of the controller or of a third party (point (f) of Article 6(1) of the General Data Protection Regulation).

#### **2.4. Company's marketing activities**

Within this purpose, the Company may organise corporate events for its existing and potential customers. In order to promote the Company's visibility, the event may be photographed and/or filmed, and the photographs taken and/or video footage recorded may be published in the mass media and/or on social networks; the event attendees are informed about it prior to the event, upon receiving the invitation. The materials obtained may contain the following personal data: image, behaviour, location and time of customers and contact persons.

The legal basis for processing of this data is:

- the legitimate interests of the controller (point (f) of Article 6(1) of the General Data Protection Regulation).

### **3. How do we acquire your personal data and why do you have to submit your personal data to us?**

We receive your personal data mainly from you – from your business card given to us, from your e-mail sent to us, from the contract or invoice. If you are a contact person of our customer, business partner or supplier, we acquire your personal data either directly from you or from a contract, invoice or delivery document sent to us by the customer, business partner or supplier.

In certain cases, when you visit our company, we also obtain your personal data by means of video surveillance if you have entered the video surveillance area, and by controlling access to the territory via access control systems, for example, via the gate pass system.

Personal data are also obtained from filming and/or taking photographs at our organised events, provided that prior to the event, we inform you that the event may be filmed and/or photographed.

The obtaining of certain types of data is necessary for the conclusion and performance of a contract, for compliance with Company's legal obligations, and for the purposes of the Company's legitimate interests. When we need to obtain data for the above stated purposes, your failure to provide us with data may prevent us from concluding or performing a contract, from fulfilling our legal obligations arising from the business relationship, and from exercising the Company's rights. When data are not compulsory, but their provision could help to improve our cooperation, prior to data collection, we will indicate that the provision of data is voluntary.

### **4. Who has access to your personal data?**

We process your personal data in accordance with the applicable law and transfer them to other persons only in cases where there is an appropriate legal basis for the transfer of personal data.

Your personal data, depending on the type of personal data needed, could be accessed by:

- our employees or directly authorised persons who need this information to perform their duties or delegated tasks, for example, employees of the financial department, personnel responsible for the performance of the contract in question, including our contact persons indicated in the contract, heads of departments, board members, lawyers;
- personal data processors according to the services provided by them, in accordance with a written agreement and only to the extent necessary, for example, accounting service providers, auditors, financial management and legal advisers, IT service providers, security guard service provider and other persons involved in the provision of services for the Company;
- controlling and law enforcement authorities, upon their reasoned request, in the cases set out by law;

<ul style="list-style-type: none"> <li>• in certain cases, third parties in relation to published photographs and videos of the events organised by the Company.</li> </ul>
<p><b>5. Are your personal data transferred to countries outside the European Union (EU) or the European Economic Area (EEA)?</b></p>
<p>Your personal data are not transferred to countries outside the European Union (EU) or the European Economic Area (EEA).</p>
<p><b>6. Are your personal data used for automated decision-making?</b></p>
<p>Your personal data are not used for automated decision making.</p>
<p><b>7. How do we determine the period for which your personal data will be stored?</b></p>
<p>We will keep the personal data relating to the conclusion and performance of a contract for as long as the concluded contract is in force and for a certain period thereafter:</p> <ol style="list-style-type: none"> <li>1) in order to meet the legislative requirements regarding the storage periods for certain types of documents; for example, the Law “On Accounting” states that the source documents must be kept until the date when they are needed to determine the beginning of each economic transaction and trace its course, but for a period of not less than five years;</li> <li>2) in order to ensure the possibility of proving the fulfilment of our obligations or to demand the fulfilment of obligations by the other party according to the type of transaction and to the limitation period of a claim specified by laws and regulations – for a period of three to ten years.</li> </ol> <p>Video surveillance records will be kept for a year to provide evidence in case of an accident or to detect possible offences.</p> <p>Data processed in relation to marketing activities will be retained for three years following the concerned event and will be erased afterwards.</p>
<p><b>8. Your rights</b></p>
<p>In accordance with the provisions of the General Data Protection Regulation, you have the right to access to your personal data we hold, to request their rectification, erasure or restriction of processing, to object to processing of your data as well as the right to data portability in the cases and according to the procedure specified by the General Data Protection Regulation.</p> <p>You may also object to processing of your personal data if the processing of personal data is based on legitimate interests.</p> <p>We respect your right to access and control your personal data, therefore, upon receipt of your request we will respond to it within the time limits specified by laws and regulations and, if possible, will either rectify or erase your personal data.</p> <p>You may obtain information about your personal data held by us or exercise any other of your rights as a data subject in any of the following ways:</p> <ol style="list-style-type: none"> <li>1) by submitting the relevant application in person and by identifying yourself at our office: at 12 Krustpils Street, Riga, LV-1073, every working day from 09:00 till 16:00;</li> <li>2) by submitting the relevant application by mail to the address: SIA “Energokomplekss”, 12 Krustpils Street, Riga, LV-1073;</li> <li>3) by submitting the relevant application by e-mail to: <a href="mailto:dati@energokomplekss.lv">dati@energokomplekss.lv</a>, and signing it with a secure electronic signature.</li> </ol> <p>Upon receipt of your application, we will assess its content and the possibility of your identification, and, depending on the situation, will reserve the right to ask you to identify yourself in order to ensure the security of your data and to prevent their disclosure to unauthorised parties.</p>
<p><b>9. Where to turn to for the protection of your rights?</b></p>
<p>If you have any objections regarding our processing of personal data, we encourage you to contact us</p>

first to resolve the situation. If you believe your rights in the field of the protection of personal data have been infringed, you have the right to lodge a complaint with the Data State Inspectorate either by mailing to the following address: 11/13 Blaumaņa Street, 1st (ground) floor, Riga, LV-1011, or electronically by e-mailing to: [info@dvi.gov.lv](mailto:info@dvi.gov.lv).